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The Director of Central Intelligence
Washington, D.C. 20505

National Intelligence Council

4 February 1988

MEMORANDUM FOR: All NIOs

FROM: H. F. Hutchinson, Jr.
Acting Chairman

SUBJECT: DCI Review of Draft Estimates

1. This is a reminder that memoranda transmitting draft estimates to the Director should contain explicit information on the action being requested as well as a brief statement describing the next step in the process. To this end please use the following as a general guide for the first and last paragraphs of such memos:

- First paragraph: This draft is forwarded for your review and comments. Intelligence Community representatives are scheduled to meet to coordinate the draft in late July.
- Last paragraph: We plan to present the (NIE or SNIE) at a meeting of the National Foreign Intelligence Board in late August. (If the Estimate is an IIM or SIIM): We plan to forward the completed IIM to the Acting Chairman of the National Intelligence Council for approval in late August.

2. Transmittal memoranda should also describe your response to SRP comments and include any other information needed to illuminate the key issues.



H. F. Hutchinson, Jr.

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